



DEPARTMENT OF CORRECTIONS
Health Care Recruitment Unit
2201 Broadway
Sacramento, CA 95818

DENTAL ASSISTANT (Correctional Facility)

FUNCTION OF POSITION

Makes appointments for patients; prepares and arranges dental instruments, equipment, and accessories; sterilizes and cares for dental instruments; keeps a sufficient amount of dental supplies available; keeps dental records of patients; assists dentist at the chair; keeps the dental office and equipment neat, clean, and sanitary; assists in the taking and developing of dental x-rays; assists in the dental laboratory; instructs patients in proper practices of dental hygiene and prophylaxis.

MINIMUM QUALIFICATIONS

One year of experience as a dental assistant. (Training in a school for dental assistants may be substituted for the required experience on the basis of three months of training being equal to six months of experience.)

APPLICATION INFORMATION

The Department application consists of the two (2) documents listed below. Review and complete each document as required. Additional information may be submitted but is not required. Sign and mail application with other documents to institution(s) of choice (addresses are enclosed), Attention: Personnel Office. Should you have any questions, please contact a Health Professions Recruiter at (888) 232-4584, by fax at (916) 227-4646 or by e-mail at Health.RecrUIT@corr.ca.gov.

1. Standard State Application (STD. 678)
2. Recruitment Publicity Questionnaire

SALARY RANGES

Range 1	\$2143 – 2605 per month
Range 2	\$2315 – 2814 per month

All correctional institutions **may** authorize a “**Hiring Above the Minimum**” (HAM) a salary differential, for extraordinary qualifications, and experience. The hiring authority will review your credentials and evaluate your experience and recent earnings to determine if a “**Hiring Above the Minimum**” salary differential may be applicable.

CONTINUED ON REVERSE

www.corr.ca.gov
888-232-4584 Toll Free
(916) 227-4646 (FAX)

BENEFITS

- Deferred Compensation Plans (Savings pool, 401k and 457 plan)
- \$100 monthly Bilingual Differential Pay
- 75% Reimbursement of Van Pool, \$65 maximum per month (\$100 primary driver)
- 75% Reimbursement of Public Transit Passes, \$65 maximum per month
- Flexible work hours (Management discretion)
- Pre-tax parking (Where applicable)
- Fourteen (14) paid holidays
- Generous paid vacation/sick leave or annual leave
- Jury duty/military/bereavement leave
- Health, Dental and Vision Care Plans (Rural Health Care Equity Program for areas without HMO's)
- Pre-retirement death benefit
- Dependent Care Program
- Long Term Insurance (CalPERS)
- Home Loan Program (CalPERS)
- Legal Services
- Employee Assistance Program
- Work and Family Advisory Committee
- \$2400 annual Recruitment and Retention differential pay after twelve consecutive months of employment at the following locations: Avenal State Prison, Chuckawalla Valley State Prison, Ironwood State Prison, Calipatria State Prison and Centinela State Prison.
- Continuing Education Leave 25 hours (every 2 years)
- License or Certificate Renewal Fee Reimbursement (Actual Cost)
- Scholarship Fund to encourage and assist bargaining unit employees to obtain a license, certification or higher educational degree in nursing, teaching and related health care and education professions through the provision of financial support.
- Monthly Registration Differential (\$100 RDA, \$25 Coronal Polishing, and \$25 Ultra Sonic Scaling Certifications)
- Evening/Night Shift Differential Pay
- Professional Dues Reimbursement (\$50 Maximum)
- Uniform Allowance
- California Public Employees' Safety Retirement System (Exempt from paying into Federal Social Security System)

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

www.corr.ca.gov

888-232-4584 Toll Free
(916) 227-4646 (FAX)